

EMPLOYMENT OPPORTUNITY

Revised

CITY OF LONG BEACH



Manager of Security & Emergency Preparedness WATER DEPARTMENT

The City of Long Beach is seeking a highly qualified and experienced individual to manage security and emergency preparedness activities in the dynamic water industry.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach

Convention Center, Aquarium of the Pacific, Queen Mary, and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country.

Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.



CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2015-16 budget of approximately \$2.7 billion, with the General Fund budget totaling \$428 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



WATER DEPARTMENT

The Long Beach Water Department is a Commission-governed department of the City of Long Beach consisting of over 200 employees and operating with an annual budget of approximately \$120 million. Established July 1, 1911, by the City Charter, the Department's functions are to regulate and control the use, sale, and distribution of water owned or controlled by the City. In February 1988, the Department assumed the responsibility of the various functions of the City's sewer system, including operations and maintenance.

The Department's service area encompasses the boundaries of the City, an area of approximately 50 square miles, and includes a water distribution system of 907 miles with nearly 90,000 service connections, and a sanitary sewer system totaling 712 miles of sewer pipelines. In addition, the Department has a 62.5 million-gallon-per-day Groundwater Treatment Plant and Water Quality Laboratory considered one of the most modern facilities of its kind in the world.

Without water, Long Beach as we know it would cease to exist. Having an adequate supply of fresh water, made easily available at an affordable rate, is the cornerstone of any livable community, and keeping that water supply clear, safe, and constant increases quality of life. The swift removal of sanitary sewage from Long Beach residences and places of business is critical to the health of the City. Efficient, safe delivery of the City's wastewater to nearby wastewater treatment facilities is another valuable service of the Department, provided at one of the lowest sewer rates in the United States.

SECURITY & EMERGENCY PREPAREDNESS DIVISION

The Security and Emergency Preparedness Division is responsible for security operations and emergency preparedness response for the department. Security of the department's critical facilities expands to protecting the public by mitigating any possible threats to our potable water supply system. Furthermore, this division coordinates policy development / implementation, strategic planning, and training as it relates to emergency management.

The division is responsible for acting as liaison with City, County, State, and Federal agencies to ensure that accurate and timely information is available for dissemination to management, employees, and the public during times of crisis.

The mission or purpose of the division of Security and Emergency Preparedness is to ensure a safe and secure environment for the Department's employees, visitors, and customers. Responsible for the protection of the Department's critical infrastructure, this division facilitates and supports the resources that will enable the Department to mitigate, prepare for, respond to, and recover from emergencies ensuring our ability to maintain safe and reliable drinking water for our customers.

JOB DUTIES

The Manager of Security and Emergency Preparedness position is responsible for building a culture of security and emergency preparedness among the Department's employees through collaboration, awareness, and training. It is within this culture that the position is able to protect the Department's critical assets, ensure a safe working environment, and continue to achieve the Department's objective to provide the public with safe and reliable water and wastewater services.

The Long Beach Water Department's Manager of Security & Emergency Preparedness is responsible for:

- Utilizing the Incident Command System (ICS), assessing emergency situations, assigning personnel appropriately, managing logistics, and acting as liaison with federal, state, local and water agencies.
- Testing existing emergency plans through Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises that engage internal employees, outside agencies, and public safety.
- Leading and preparing the Emergency Response Team (ERT) through special training such as Community Emergency Response Team (CERT) as well as development and implementation of emergency exercises.
- Ensuring security of all facilities through a comprehensive access control, perimeter detection, alarm, and audio/video surveillance program and managing contract security services.
- Assisting the Department's Human Resources section in personnel matters, such as investigations, suspensions, terminations, or workplace violence/threats.
- Educating employees and enhancing awareness of the Emergency Response Plan (ERP), Emergency Action Plan (EAP), National Incident Management System (NIMS), and Standardized Emergency Management System (SEMS).
- Collaborating with key stakeholders to develop and implement programs, policies, and systems to ensure an efficient and effective response to security and emergency events.
- Acting as liaison to outside agencies at the local, state, and national level, and seeking and obtaining federal and/or state funding to enhance security and emergency preparedness programs.
- Conducting risk and resiliency analyses using recognized industry standards and developing/implementing systems/strategies to mitigate identified vulnerability.
- Coordinating activities in the Department Operation Center (DOC) and the City's Emergency Operations Center (EOC) during times of crisis.

THE IDEAL CANDIDATE

The ideal candidate will hold a Bachelor of Science degree or have equivalent related experience in emergency management or related field with at least five years of progressive experience in emergency preparedness and at least two years of managerial experience. The desirable candidate will have security management experience as well as working in utility operations with knowledge of water and wastewater systems. The ideal candidate will have good oral and written skills in order to verbally communicate critical information to high level management, emergency personnel, and the public. In addition, the ideal candidate will foster a culture of security and emergency preparedness through awareness. Finally, the ideal candidate will have the applied ability to prepare written briefings, plans, and reports. Candidates must be able to pass a security background investigation.

Professional Attributes: The attributes that best describe the new Manager of Security and Emergency Preparedness:

- Direct communicator with superior interpersonal skills
- Ability to foster relationships and build collaboration
- Creative, strategic thinker
- Ethical with a high level of integrity
- Participative and inclusive management style
- Highly organized and multi-tasker

SALARY AND BENEFITS

The salary range for this position is \$81,000 to \$121,000. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** - City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** - Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** - Forty (40) hours per year.
- **Sick Leave** - One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** - Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Health Insurance** - Two plans are available: one HMO and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** - Two dental plans are available for employees and dependents.
- **Life Insurance** - City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** - City-paid short-term and long-term disability insurance.
- **Management Physical** - Annual City-paid physical examination.
- **Deferred Compensation** - Available through ICMA Retirement Corporation.
- **Bereavement Leave** - Three days for death or critical illness of family member, plus three days of accrued sick leave if needed.

APPLICATION PROCESS

This recruitment will close at end of day on **Friday, June 17, 2016**. To be considered for this opportunity, applicants must submit resume and cover letter that reflects the scope and level of their current/most recent positions and responsibilities, including salary history. Upon review of the resumes and cover letters received, the Department may send a select number of candidates a supplemental questionnaire.

Resumes and cover letters must be received or post-marked by the above closing date/time, and may be sent by regular mail, dropped off, or e-mailed to:

Ken Bott, Administrative Officer
Long Beach Water Department
1800 E. Wardlow Road
Long Beach, CA 90807
E-mail: kenneth.bott@lbwater.org
Subject: Manager of Security & Emergency Preparedness

The City anticipates inviting a smaller group of finalists for further interview, with an appointment anticipated in late **June 2016**, following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

For more information on the Long Beach Water Department, visit: <http://www.lbwater.org>.

EQUAL OPPORTUNITY

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Ken Bott, Administrative Officer at (562) 570-2364.

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.